

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date: Aug 6, 2012
 Station: KMBC Drop Down
 Sales Region: NATIONAL Drop Down

Agency: Campaign Group, The

Advertiser: Nixon/D/Governor

Invoice # 937829 Net Invoice Amount

Invoice Date Amount Paid

Adjustment to Gross Billing \$25

Adjustment to Net Billing \$ 21.25

AE Name: Meredith Thompson

SM Name: Tony Kim

Reason for DEBIT/CREDIT: POLITICAL RATE ADJUSTMENT Drop Down
 (Field Required - must use drop down list)

EXPLANATION (Please explain in detail):

LUR for the w/o 7/23

Sat 6p-7p= 1x @ \$325 Lur L2 \$300 total rebate \$25

Revised invoice required?

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: by

Updated 03/15/12